

## **TENNESSEE STATE EMPLOYEE SUGGESTION AWARD PROGRAM**

This program is designed as a means for state employees to submit their good ideas and suggestions on how to improve state government operations or services and reduce costs.

Suggestions received in the Department of Personnel ESAP office are screened for eligibility, acknowledged and routed to the appropriate state department(s) and/or agency(ies) for evaluation. After the suggestion has been evaluated, the employee is notified whether the suggestion was recommended for adoption or given the reason(s) for non-adoption. Recommendations for all adopted suggestions are considered by the Employee Suggestion Award Board, which is comprised of:

- + Commissioner of Personnel
- + Commissioner of General Services
- + Commissioner of Finance and Administration
- + Executive Director of the Fiscal Review Committee
- + Representative of the Tennessee State Employees Association



The Award Board makes final decisions based on:

- ❖ The report and recommendation of the evaluating agency, and
- ❖ The review and evaluation of the agency's information and subsequent recommendation by the ESAP Review Panel designees.



### **CASH AWARDS → \$10,000!!!**

If your suggestion is recommended for adoption and approved by the Award Board, you are eligible to receive 10% of the first year's estimated net savings or \$10,000, whichever is less. The Award Board may increase the maximum amount of the award for suggestions which result in extraordinary amounts of savings. (This maximum award increase was passed by the Legislature in 2004.)

Cash awards are subject to taxes.

Non-measurable awards are awarded on a bonus point system.

*Questions about the program? Contact your agency coordinator or you may call the Department of Personnel at (615) 741-1646 or [www.state.tn.us/personnel/resources/suggestion/index.htm](http://www.state.tn.us/personnel/resources/suggestion/index.htm)*



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# **THINK ABOUT IT!**



## **EMPLOYEE SUGGESTION AWARD PROGRAM (ESAP)**



### **PURPOSE**

The Employee Suggestion Award Program (ESAP) rewards state employees who submit ideas that help save the state money and time and/or improve methods.

# DO YOU HAVE “IDEAS”



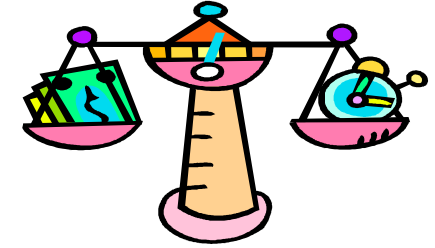
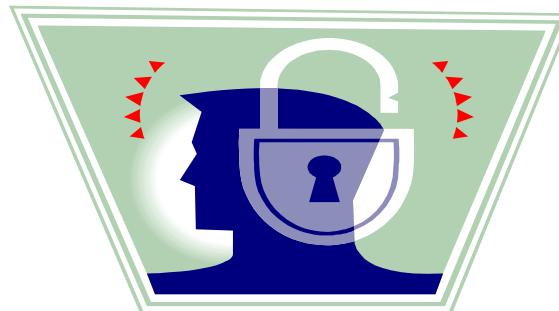
## TO SAVE MONEY AND IMPROVE STATE GOVERNMENT?

### How Do I BEGIN?

- ✍ Are you a full-time, part-time, hourly or retired state employee?
- ✍ Will your idea improve operations, services, procedures, employee morale or save money for the state?
- ✍ Is it a positive, constructive concept for improvement?
- ✍ Will your idea promote safety, health, security or productivity?
- ✍ What are the necessary steps for your idea?
- ✍ How can it be implemented and what is the best method?

### GUIDELINES FOR SUBMITTING EMPLOYEE SUGGESTIONS

- ✍ Use an official ESAP suggestion form.
- ✍ Decide the general subject of your suggestion.
- ✍ Determine which agency(ies) would be effected.
- ✍ Describe in detail the current problem.
- ✍ State how your suggestion will change or improve the present situation.
- ✍ Be specific in describing the improvement and how the change can be made.
- ✍ State how your suggestion will benefit state government and/or specific agency(ies).
- ✍ Calculate any savings.
- ✍ Submit a sketch, photo or sample to describe or clarify your idea.



### TIPS FOR SUBMITTING SUGGESTIONS

- *The official suggestion form may be obtained from your agency's ESAP Coordinator or from the Internet at: [www.state.tn.us/personnel/resources/suggestion/index.htm](http://www.state.tn.us/personnel/resources/suggestion/index.htm)*
- *Complete and sign the “Employee Suggestion Award Program” suggestion form.*
- *Your supervisor may assist you in preparing your suggestion.*
- *You may submit only one suggestion per form; however, you may submit multiple suggestions.*
- *You and a co-worker may submit a suggestion together and share in the award of an adopted idea.*

Be sure to sign, date and mail the completed form to:

Employee Suggestion Award Program  
First Floor, James K. Polk Building  
505 Deaderick Street  
Nashville, TN 37243-0635